



Job Posting
Director, BC Federation of Labour
Assistant to the President

The BC Federation of Labour is seeking a candidate to fill the post as a Director to move forward the Federation's work on issues of vital concern to the province's unionized and non-union workforce. The successful applicant will:

- have a successful track record of experience and achievement from a labour perspective;
- have an understanding of the labour movement structures and processes;
- have the capacity and experience to interact with labour, employers, and government representatives at a senior level;
- be able to research and write briefs and submissions;
- possess above average communication, administrative and organizational skills;
- have the ability to assess, problem solve, implement and streamline own work assignments for time management purposes in a fast-paced work environment;
- be competent in the use of MS Office software;
- have social media skills;
- be able to work in a team environment;
- have post-secondary education or the equivalent work experience; and
- have the ability to travel in BC with occasional overnights.

Specific Responsibilities: The person in this position will have specific responsibilities as the Assistant to the President, as well as other assignments as required.

Therefore, the successful applicant will:

- be experienced at schedule management; and
- have experience managing relationships in a political environment.

This permanent position is part of the USW 2009 bargaining unit at the BCFED, salary and benefits are reflected in the appropriate Collective Agreement. Applicants should submit their resume, and a cover letter to Jim Chorostecki, Executive Director at jchorostecki@bcfed.ca or by mail, marked Personal and Confidential to the address below.

The closing date for applications for this position is: 5:00 pm on **January 9th, 2015**.

Only those applicants that have been selected for an interview will be contacted.